

Payroll No. **WYRE FOREST DISTRICT COUNCIL**
 NAME Marcus Hart **Travelling and Subsistence Claim for month ending** September 2011 **Reg. No.**
 (BLOCK LETTERS) Division CLC **C.C. Rating** **If car changed since previous claim state date.**
 Make & Model of car

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Subsistence and other expenses	
	From	To	From	To			Time Absent	Stater, Fuel, Park, etc.
01/09	Home	Dale R	Dale R	Home	4 ✓	Call Car Agency Training		2 p
01/09	Home	Brook St	Brook St	Home	4 ✓	Site visit with Udey Devi's Polio - shekha		
01/09	Home	Dale R	Dale R	Home	4 ✓	Call Car		
01/09	Home	Sec	Sec	Home	10 ✓	Placing site visit with Rick Wells		
13/09	Home	Dale R	Dale R	Home	4 ✓	Planning D.C.		
19/09	Home	Cine	Cine	Home	10 ✓	Seating		
20/09	Home	Cine	Cine	Home	10 ✓	Seating		
22/09	Home	Dale R	Dale R	Home	4 ✓	Friday		
24/09	Home	Cine	Cine	Home	10 ✓	Friday		
24/09	Home	London	London	Home	40 ✓	Ag Services Mtg		4.60

NCP
 6th Floor, Centre Tower,
 Whitgift Centre, Croydon. CR0 1LP
 Tel: 0845 050 7080 VAT No. 239 0546 59
THANK YOU, PLEASE CALL AGAIN
 TERMS AND CONDITIONS - Entry to or use of this car park is at your own risk.
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6480/055352900/055016
 29/09/11 ENTRY 1
CATHEDRAL

156005

3/0931 15:31
 V.A.T. 20% 1.27
 7.60 POP 1 AEX
 29/09/11 17:31

Item	Code	£	p	Miles at	£	p
Mileage	39010			104	41	00
Train / Bus / Taxi	35010					
Subsistence	47010					
TOTAL					41	00

Total Subsistence, etc. 7.60

PAID
 OCTOBER 11
 WYRE FOREST DISTRICT COUNCIL
 RESOURCES DIRECTORATE

Signed Authorised Date authorised
 (Claimant) (Authorised Signatory)

RECEIPTS MUST BE ATTACHED AS EVIDENCE THAT EXPENSE HAS ACTUALLY BEEN INCURRED.
 Please note claims must be received by the Human Resources Division on or before the 6th of the month in which payment is required.